

**October 6, 2015**

**Community Justice Center/ Madison County Correctional Complex**

**Correctional Officer – Part-time**

**DUTIES INCLUDE BUT NOT LIMITED TO:**

Incumbent is responsible for monitoring and supervising daily activities of offenders. Incumbent will perform a variety of recurring duties according to standardized policies and procedures of the facility, in addition to oral and written directives/instructions. Incumbent performs duties in a detention facility involving walking/standing/and/or sitting for long periods, and walking up and down stairs. Incumbent is frequently exposed to the hazards associated with a secure detention facility, such as potentially violent individuals and communicable disease. No prolonged extreme physical demands are associated with normal duties or assignments, but incumbent may exert strenuous physical effort during emergency situations, such as physically restraining inmates. Facility is in operation 24 hours/7 days a week. Applicants must be flexible and willing to come in late and stay over when needed.

**APPLICATIONS WILL BE ACCEPTED FROM OCTOBER 7, 2015 TO OCTOBER 23, 2015. If interested you may apply at the Community Justice Center at 123 E. 10<sup>th</sup> Street, Anderson, Indiana from 8:00 am to 4:00 pm. Applicants must have a high school diploma or GED. Job descriptions are available upon request. The Community Justice Center is an Equal Opportunity Employer (EOE).**

**Job Classification: POLE**